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F I L E

31 DEC 1969

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Problem Solving Seminar
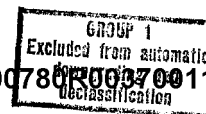
1. Suggest these problems for the next three seminars:

   a. Seminar #5

|  |  |  |
|---|---|---|
| Date | : | 15 - 20 February 1970 |
| Place | : | |
| Sponsor | : | OF |
| Grade Group: | | Flexible. Request Offices to nominate a senior Finance, Logistics, or Support Officer. |
| Background | : | |

Our FPA system was initially established because of a General Accounting Office requirement that each agency maintain as an integral part of its accounting system a reliable system of records and related procedures to provide a proper accounting for the Government's investment in property for which the agency has management responsibility. Over the years there have been refinements in Agency policy and procedures in this area. Such refinements were directed in the main toward achieving a proper balance between results and benefits to Agency management. The two principal benefits of the present system are: (1) provides assurance that supplies and equipment for which payment is made is formally documented within the Logistics System as property for which Office of Logistics is responsible and (2) provides a means through the utilization of the property requisitioning authority technique and associated budgeting and accounting procedures for budgetary control over utilization of property. Under these techniques individual Agency components budget for property requirements but the ultimate responsibility for procurement of property and for inventory management is assumed by the Office of Logistics.

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GROUP 1
Excluded from automatic
declassification

Problem:

Evaluate the effectiveness of our FPA system in terms of
whether benefits derived warrant the cost and manpower
required for maintenance of the system and recommend any
needed improvements.

b.  Seminar #6

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Date           :  5 - 10 April 1970
Place          :  [          ]
Sponsor        :  SIPS Task Force
Grade Group:  GS-14
Background  :

OC submitted the following as a problem area for consideration
in a Problem Solving Seminar:  How can the Office of Communications,
as a very large office, oriented towards overseas service and faced
with rapidly increasing TDY requirements, best provide administrative/
personnel support to our people with the limited admin/personnel
group that we have?  What role can Automatic Data Processing
play in providing increased service without increases in admin/
personnel T/O's?

We suggest that this subject be addressed from an over-all
Directorate point of view, Headquarters and Field, sponsored by
the SIPS Task Force, and the "problem" rephrased as follows:

Problem:

"What role can Automatic Data Processing play in providing
increased - and improved - administrative, logistics and
personnel service and support without increase in T/o's?"

NOTE:

Pursuant to previous discussions, we further suggest that the
candidates for this Seminar #6 be enrolled in the Advanced
Management-Planning Course from 15-20 February.

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c. __Seminar #7__

<div style="margin-left:3em">

Date       : <u>10 - 15 May 1970</u>

Place      : [       ] (site of Senior Management Course)

Sponsor  : OP

Grade Group: GS-13

Background :

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It is recognized that this Agency has certain very necessary but built-in obstacles in its recruitment and selection processes. The time factor alone involved in the processing of a new applicant often results in the loss of a highly qualified employee before he can be entered on duty.

Problem    :

Is it possible to reduce the processing time (Security, Personnel, Medical) for clerical and professional personnel?

2. If these suggestions meet with your approval, we will prepare the necessary memos to the Offices for your signature.

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Support Operations Staff/DDS

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cc: DD/S-CMO (Mr. [      ])

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Mr. Coffey

These look OK
to me — what is your feeling.
Re #6 — I can't quite
size the problem as
stated — is it really worth
a study seminar?

Please give me your
reactions orally.

13 Jan. 70

Approved For Release 2003/05/05 : CIA-RDP84-00780R003700110013-8